

Job Seeking Skills Workshops

January - December 2019

★ **Richfield Employment Center**
115 E. 100 S. • Richfield, Utah

Workshops are presented Mondays and Thursdays at 10:00 a.m.

Register for reserved seating.
Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free:
1-866-748-1483, visit
jobs.utah.gov
or come to DWS at
115 E. 100 S. • Richfield, UT.

PROFESSIONALISM IN THE WORKPLACE:

Feb 25, Apr 8, May 20, Jul 8, Aug 26, Oct 21, Dec 2 10:00 AM

RESUMÉ WRITING:

Jan 3, 7, 24, Feb 14, Mar 4, 7, 28, Apr 15, 18, May 9, 30, Jun 3, 20, Jul 11, 15, Aug 8, 29, Sept 9, 26, Oct 17, 28, Nov 7, Dec 5, 9 10:00 AM

EMPLOYMENT ESSENTIALS:

Dec 31, 2018 10:00 AM
Jan 28, Mar 18, Apr 29, Jun 17, Aug 5, Sept 23

INTERVIEWING SKILLS:

Jan 10, 14, 31, Feb 21, Mar 11, 14, Apr 4, 22, 25, May 16, Jun 6, 10, 27, Jul 18, 29, Aug 15, Sept 5, 16, Oct 3, 24, Nov 4, 14, Dec 12, 16 10:00 AM

BUDGETING:

Feb 11, Apr 1, May 13, Jul 1, 22, Aug 19, Oct 7, Nov 25 10:00 AM

JOB SEARCHING STRATEGIES:

Jan 17, Feb 7, 28, Mar 25, Apr 11, May 2, 6, Jun 13, 24, Jul 25, Aug 12, 22, Sept 12, 30, Oct 10, 31, Nov 18, Dec 19 10:00 AM

*LINKEDIN #1

Mar 21, May 23, Aug 1, Sept 19, Nov 21 10:00 AM

PROFESSIONALISM IN THE WORKPLACE: Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

RESUMÉ WRITING: Learn how to develop an effective resumé that will get you an interview.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

INTERVIEWING SKILLS: Strategize ways to confidently complete an interview.

BUDGETING: Learn how to budget, save, repay debt and build credit.

JOB SEARCHING STRATEGIES: Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. **Prerequisite — must have an open LinkedIn account that you can access.*



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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jobs.utah.gov